

iPhoto – task sheet

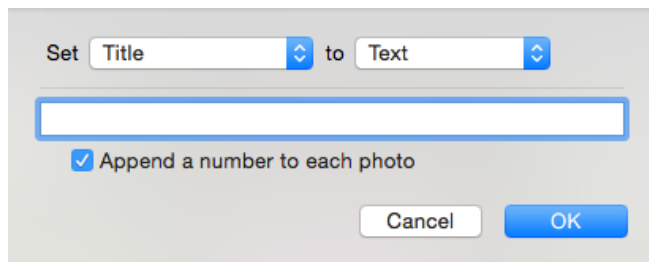
1. Batch Change

Open an event, select a group of photos (maybe all in the event) that are from the same place, of the same person etc. Highlight them by holding the Command key down whilst clicking on the selected photos.

Note: if you want to highlight all the photos just press **Command** and the letter **A**

Open **Photos** (on the menu at top of the screen) and then **Batch Change**

This window will open:



Type in whatever title you would like to give this group of selected photos.

When you click OK that title will be added to each photo followed by a number (1,2,3 etc)

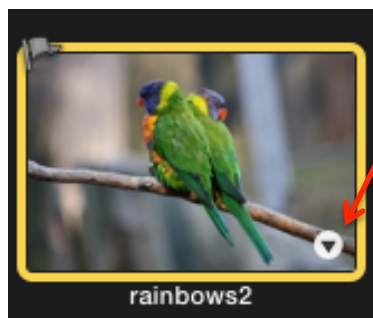
By Naming your photos **before** merging events you will have a record of where they were taken or who they are of etc.

2. Merging

Merge 2 or more events that contain photos from the same trip or group of people (eg family, friends). With Events open merely click on an event and move it over the one you wish to merge it with and “drop” it. The photos of the two events will now be in one event.

3. Choosing the Key Photo – ie the one which shows on the Event screen.

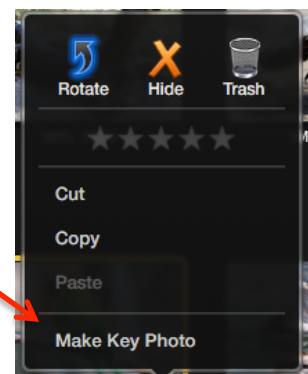
Open the event, select the photo you want as the **Key Photo**



Click on the little arrow

This window will open.
Click on **Make Key Photo**

The selected photo will
Now be shown on the event
Screen for that event.



4. Splitting an Event

You may find a group of photos in an Event that don't really belong there or you'd rather have in another event.

Highlight the photos you want to move – go to Events (top of screen) and select **Split Event**. You now have two Events which can be merged with others if need be (name the new event though)

5. Rotating Photos

Click on the photo that needs rotating (ie its sideways)

Go to **Photos** (top of screen) . The following window will drop down

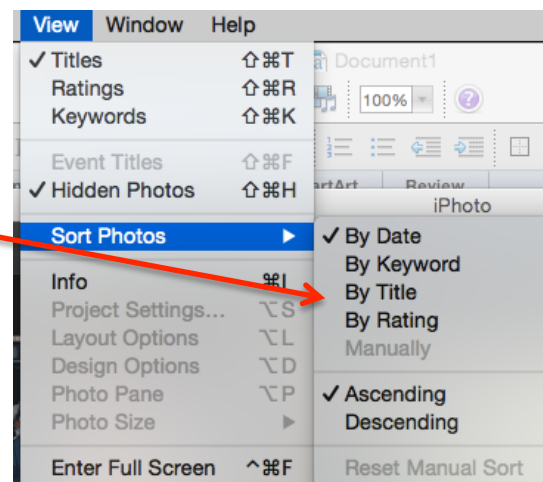


Choose either Rotate Clockwise or Rotate Counterclockwise

6. Sorting your Photos

Open an Event. Open **View** (top of screen). This window will open:

Select **Sort Photos** and then choose which order you want your photos sorted



7. Basic Editing

iPhoto has some pretty good simple editing tools built in.

Select a photo that maybe requires some "improvement"

Click on the **Edit button** (bottom right of screen) –this window will open.

Explore some of the Quick Fixes, Effects and Adjustments available.... *You can always revert to the original at any time.*

